SAMPLE LETTER FOR CHAIR/DIRECTOR (with copy to candidate)

February (of each year)

To: Department Chair/Director

From: College of Liberal Arts, Dean’s Office

Re: Third Year Review

Our records indicate that Faculty is due for a Third Year Review. Please ensure that this process is completed by September 1st, at which point the Dean's Office should have received the candidate’s materials, the Departmental Committee’s review of each candidate, and the Chair’s review of each candidate.

The candidate’s Third Year Review portfolio should include the following:

- Current curriculum vitae
- A 1-2 page statement that summarizing the candidate’s research and teaching goals
- Annual PAR evaluations each year the candidate has been at UTEP
  (Just the evaluation with Chairs and Dean’s comments, not the PAR submitted by faculty)
- Student teaching evaluations
- Peer evaluations
- Committee's evaluation memo
- Chair’s evaluation memo

Please see the attached guidelines for further clarification.

Thank you.

xc: Faculty